

COMDTNOTE 1540  
AUG 23 2002

COMMANDANT NOTICE 1540

Subj: FY03 CLASS CONVENING SCHEDULE FOR COAST GUARD CLASS "A" AND "C" RESIDENT AND EXPORTABLE TRAINING COURSES

Ref: (a) Training and Education Manual, COMDTINST M1500.10 (series)  
(b) Cutter Training and Qualification Manual, COMDTINST M3502.4 (series)  
(c) Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series)

1. PURPOSE. This Notice publishes the FY03 class convening schedule of Coast Guard Class "A" and "C" resident and exportable training courses. These courses were defined by program/force managers as essential or directly related to mission accomplishment or achievement of program objectives. It is to be used as a planning tool in meeting unit mission requirements.
2. ACTION. Area and District Commanders, Commanders of Maintenance and Logistics Commands, Commanding Officers of headquarters units, Assistant Commandants for directorates, Chief Counsel, special staff offices at Headquarters, and unit Commanding Officers/Officers in Charge, shall ensure compliance with the provisions of this directive. Internet release is authorized.
3. DISCUSSION.
  - a. Reference (a) provides training guidance and course information for Coast Guard personnel.
  - b. Reference (b) provides operational training standards applicable to cutters and provides a basic foundation from which unit Commanding Officers can determine the unit's specific training requirements. These standards will be updated as required and cognizant program/support managers will develop similar standards as specific needs are identified.

DISTRIBUTION – SDL No. 139

|   | a | b | c | d | e | f | g | h | i | j | k | l | m | n | o | p | q | r | s  | t | u | v | w | x | y | z |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|---|---|---|---|---|---|---|
| A | 2 | 2 | 2 |   | 2 | 2 | 1 | 2 | 1 | 1 |   | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 1  |   |   |   |   |   |   |   |
| B |   | 4 | 5 | 1 | 3 | 2 | 1 | 6 | 1 | 1 | 2 | 1 | 2 | 6 | 1 | 1 |   | 6 |    | 1 | 5 | 1 | 2 | 1 | 1 | 1 |
| C | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |   | 1 | 1 | 1 | 1 | 1 |   | 1 | 1 | 1  |   | 1 | 1 | 1 | 1 | 1 | 1 |
| D | 1 | 1 | 1 | 1 | 1 | 1 |   | 1 |   | 1 |   |   | 1 |   | 1 |   | 1 |   | 10 | 1 |   | 1 | 1 |   |   | 1 |
| E | 1 | 1 | 1 |   |   |   |   | 1 |   |   |   |   |   | 1 | 1 |   |   |   | 1  |   |   | 1 | 1 |   |   |   |
| F |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |   |   |   |   |   |   |   |
| G | 1 | 1 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |   |   |   |   |   |   |   |
| H |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |   |   |   |   |   |   |   |

NON-STANDARD DISTRIBUTION:

- c. Reference (c) contains the procedures for the assignment and cancellation of qualification codes for enlisted personnel and billets.
4. SUMMARY. This notice provides class convening schedules and course information for Coast Guard Class "A" and "C" Resident Training. The sections are summarized below:
- a. Section A provides the convening schedules for Class "A" Resident Courses.
  - b. Section B provides the convening schedule for Class "C" Resident, web-based and Exportable Courses. The "Send Training Request To" block is for all non-Electronic Training Requests submitted.
  - c. Section C provides a list of all Class "C" Resident, web-based and Exportable Courses that are sponsored by Headquarters program managers.
  - d. Section D contains course information for all HQ sponsored courses including Reserve specific Courses, Coast Guard Auxiliary Courses and Area Courses.
  - e. Class "A" and "C" School information is available on the Internet at the Training Quota Management Center (TQC) website. The website address is: <http://www.uscg.mil/hq/tqc>. TQC will maintain the website and make updates to the Class convening schedule downloadable from the website to provide date changes or cancellations for Class "A" and "C" schools.
  - f. Units who do not have regular access to the TQC website may download the schedule for use while away from homeport or request a CD-ROM via message to COGARD TQC CHESAPEAKE VA. Please be advised that the CD-ROM will not contain up-to-date changes made to the schedule throughout the year.
5. QUOTA REQUESTS. Unit Training Coordinators are encouraged to request quotas through the Electronic Training Request. Procedures are available at the following web site: <http://cghrms.osc.uscg.mil/WebHelp/index.htm>. Quotas may also be requested by submitting a Class "A" School Training Request (CG-5286) and a Short-Term Resident Training Request (STRTR) (CG-5223) for "C" schools. Procedures are provided at the TQC website. SWIII users can obtain both forms using Jetform Filler.

CARLTON D. MOORE /s/  
Acting Director of Reserve and Training